



**DEPARTMENT OF THE ARMY  
COMPANY C, 123D AVIATION (AVIM)  
BLDG # 2079 MONTGOMERY ROAD  
FORT WAINWRIGHT AK 99703-8300**

APVR-WAB-AV-CO

24 March 2006

MEMORANDUM FOR Soldiers Assigned/Attached to Company C, 123d Aviation (AVIM)

SUBJECT: Policy Letter #8 (Designated Smoking Areas)

1. Smoking in government buildings is prohibited. IAW USARAK 420-11, paragraphs 7-2 through 4, the only authorized outside smoking areas are those that are clearly marked and posted as such with adequate ashtrays or butt cans. Smoking material or matches will be discarded or disposed of only in adequate ashtrays or butt cans. Butt cans will be of metal construction and covered to prevent trash from being discarded in them. IAW AR 600-63, paragraph 4-2 (b), the designated areas will be at least 50 feet from common entrances or exits and will not be located in areas that are commonly used by non-smokers.
2. Smoking in bed is forbidden.
3. IAW USARAK 420-11, paragraphs 15-2 and 3, extreme caution will be exercised when disposing of smoking materials during field exercises. When outdoors during summer months, a space will be cleared down to the soil. Smoking materials will be placed in the cleared spot and grounded into the soil until they are completely out. Smoking is prohibited within 50 feet of any storage area. Burning materials will never be thrown from any vehicle. Butt cans will be provided in bivouac areas and will be emptied into a pit and covered with soil or packed in snow daily. Safety matches or cigarette lighters shall be used. After striking a match, it will be broken and the burned end felt to ensure that it is out before disposal.
4. IAW A 600-63, paragraph 4-2 (n), smokers will not be allowed additional time beyond routine breaks to be away from their jobs for smoke breaks. Supervisors will monitor their workers and initiate appropriate administrative actions if workers are noncompliant with applicable regulations and negotiated agreements.
5. The point of contact for this memorandum is the undersigned at 353-1276.

JAMES E. TULLY  
CPT, AV  
Commanding